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24 July 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Weekly Report for Week Ending 24 July 1953

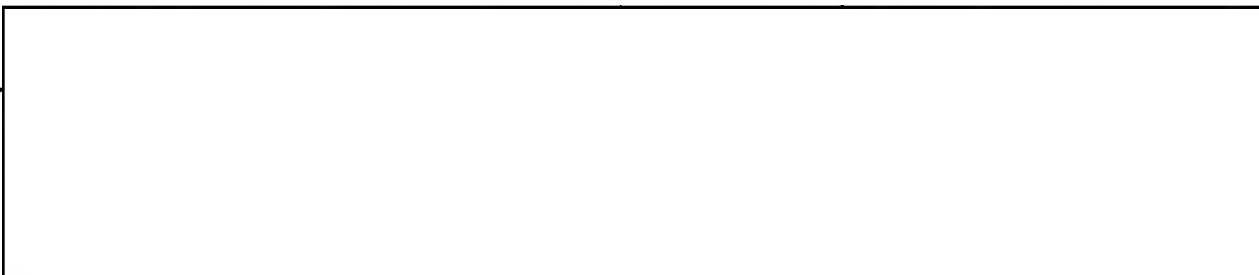
1. General

a. Office Objectives - (new item)

A quarterly review of LO objectives has been conducted during the past week. The objectives were aligned in terms of a performance type budget. No attempt will be made in this review to cost the objectives, due to the fact that many of them are still policy matters for which it would be impossible to forecast an accurate dollar figure.

b. Europe-Africa Support Command - (continued item)

Word was received that this staff study has been passed from the DD/P-Admin to the Acting DD/A. It is hoped that a favorable policy determination will be made on this matter in the near future. The logistics situation in Europe will remain in an unsatisfactory condition until such time as the type of control required is established.



d. Proprietary Projects - (continued item)

At a meeting with DD/P I&R Staff personnel, it was decided that a limited number of major proprietary projects will be made available for review by IO in the near future. [Redacted] Inspector General's Office, has been designated as the man to conduct the IG review of [Redacted]. It is planned that Mr. [Redacted] of this office will accompany [Redacted] to review the logistical aspects of [Redacted] procurement in [Redacted].

e. Review of FY-54 Forecast of Materiel Requirements - (continued item)

Excess inventories have been applied against consolidated FY-54 operational requirements. A machine run of net requirements will be made during the

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early part of next week. This net requirements list will, in effect, be the FI-54 "shopping list."

f. Supply Team to Europe - (new item)

At the request of [] in Europe and area divisions, a supply indoctrination and instruction team will depart for Europe on 1 September. This team will visit missions and stations to initiate supply control procedures, cause inventories to be conducted, and so forth.

2. Projects and Studies in Process

a. Requirements for GW Support Based on T/O&E's of PM Staff - (new item)

The number of personnel now planned for GW activities has been broken down by region, district, and company strength. Initial issue and six months resupply have been computed by line item for the three types of component companies, based on geographical locations. This information is being placed on machine cards (security coded). The first use of this information will be to obtain answers concerning the world-wide supply inventory and redistribution problem.

b. Logistical and Operational Planning Manual - (continued item)

This manual is being coordinated within LO and in FI Staff. Completion of coordination is planned for 30 July.

c. Study Relative to T/O&E's - (new item)

A study has been started to assist the PM Staff in the discharge of their responsibility for designing appropriate T/O&E's based on geographical area situations.

3. Staff Items of Interest

[]

b. Project [] (new item)

Attended a meeting with DD/P-Admin. and other DD/P representatives to discuss cable IN 43361 from [], in which he objected to the recently designated accountable officer at [] being responsible to anyone other than the []. Assisted DD/P personnel to prepare an answer backing up the stand that the accountable officer should be responsible to LO, and answering other questions of [].

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d. Account Numbers for Stations - (new item)

A meeting was held within LO to discuss development of account numbers in various areas. Numbers will be required for all stations to which materiel is shipped from depot stocks, regardless of the location of the depot. This is necessary to drop materiel from the records of the shipping account and enter the items on the records of the receiving account. It is understood that the Comptroller is developing account symbols on a world-wide basis. This office plans to expedite the assignment of account numbers so that adequate records on all shipments may be kept.

e. NEA Division - Special plans were prepared to expedite the shipment of sensitive materiel to [redacted]. The items will be double-packed for air transportation to [redacted]. The outer carton will be removed at that point for sterile shipment to destination.

f. EE Division - Continued action to assist this division to fill logistics positions at the [redacted]. Coordination is in process to provide the necessary training, personnel actions, processing, etc.

g. SR Division - Provided detailed information on Army Engineer development metasopes, models T-1, T-3, and T-4.

h. FBID - Ran a special check on construction material for the new [redacted] FOIAB3B [redacted] Installation. Sources of procurement indicate delivery will be on time (1 August 1953) for the scheduled starting of construction. 25X1

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4. Administration

a. Agency Regulations - (continued item)

Work on Agency Regulations, interrupted because of FY-55 budget submission, has been resumed.

b. Budget - FY-55 - (continued item)

Work continues on preparation of the detailed FY-55 budget estimate for submission to the Comptroller on or before 15 August.

c. Human Resources Training Program - (continued item)

Subject course was presented by [redacted], Office of Training, to the Chief and Deputy Chief of Logistics and staff and division chiefs. The second group, consisting of division and staff deputy chiefs and training coordinators, will start the course on 28 July. 25X1A9A

d. Basic Intelligence Course (Sup.) - (continued item)

Fourteen requests have been submitted to Training for allocations to attend this course. Training has notified LO that the next class of the Administrative Support Course is filled, and that further requests cannot be accepted unless another class is set up. This situation will prevent LO from carrying out present plans to schedule LO "on board" personnel through this course.

e. LO Training Program - (continued item)

Arrangements are being made with Training whereby certain LO personnel may participate in additional selected clandestine training courses (e.g., [redacted] etc.) 25X1A14A 25X1A14A

5. Transportation Division

a. New Channel to FE - (completed item)

Arrangements were finalized to use the [redacted], for movement of materiel from Washington [redacted] Two shipments have been made, utilizing the service of the [redacted] 25X1A5A1 25X1 25X1A5A1

b. Movement of CIA Dependents - (continued item)

The final draft of the regulation concerning movement of CIA dependents under [redacted] to overseas destination is being held until such time as the realignment of the Passenger Movement and Central Processing Branches is effected. 25X1C4A

c. Use of [redacted] - (continued item)

A proposed LO Instruction is being prepared concerning use of [redacted] lading by components of LO. 25X1

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d. Transportation of Privately Owned Automobiles to Ports of Embarkation - (new item)

A draft of a proposed regulation has been prepared concerning this subject for coordination within LO, submission to the DD/P for coordination, and early publication.

e. Temporary Embargo on Dependent Travel to EE Area - (completed item)

Information has been furnished by EE Division that there will be no dependent travel to the EE area at this time.

6. Supply Division

25X1A6A

a. [redacted] - (continued item)

A T/O, complete with job functional statements, has been prepared for the operation of the depot. The warehouse consolidation has eliminated certain duplicated functions and brought about an improvement in the surveillance, reclamation, preservation, and security situations.

b. Flex-O-Print Catalogue - (new item)

A study has been made to determine a more effective system of identification of items for the catalogue. It was learned that the Flex-O-Print System developed by Remington Rand will best serve the interests of the Agency from economical and effectiveness standpoints. The initiation of this new system will cost approximately \$20,000. After initiation the yearly cost should not exceed \$10,000.

25X1A6A

c. Security Force at [redacted] - (completed item)

25X1A6A

A 24-hour security force of GSA guards was put in operation on 18 July at the [redacted]. The American District Telegraph burglar alarm system was discontinued when the 24-hour guard was started.

7. Procurement Division

25X1C15A

[redacted]

b. Conversion of Letter of Intent to Definitive Contract with [redacted] - (new item)

25X1A5A1

[redacted]

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c. Contract Documents

(1) Executed 9; Total \$14,796

Principal contracts were:

Contractor	Commodity and Quantity	Dollar Value
25X1A5A1 [redacted]	2 line items of bags 12,000 lbs plastic preservative	\$ 2,446 11,600

(2) Requisitions - by Division Branch

	Special Purch.	Military Purch.	Contract	Purchase Order	Total
Brought fwd.	20	15	48	195	278
Received	22	20	13	205	260
Completed	25	15	9	90	139
Pending	17	20	52	310	399

(3) Purchase Orders issued 184; Total \$42,986.17

8. Real Estate and Construction Division

a. Projects

25X1A6A [redacted]

FOIAB3B 2. [redacted] - (continued item) -
(a) Construction of perimeter fence: Additional data was received from the construction manager. New specifications are being prepared. (b) Telephone service contract: The telephone cables have been installed.

25X1A2G 3. [redacted] - (continued item) - The completion of construction is scheduled for 15 August. Real Estate & Construction inspection is scheduled for 3 August.

25X1A6A 4. [redacted] - (continued item) - (a) Water Supply System, [redacted]: The contract for plumbing was received. A change order for fire risers was issued to the contractor. (b) Commo Laboratory: The pouring of the concrete foundations was started. (c) Building for Records Center at [redacted]: A construction estimate for this work will be submitted to the Office of General Services on 24 July.

25X1A6A 5. [redacted] - (continued item) - A letter was prepared to the [redacted] from the DCI, designating the Chief of Logistics and the Chief, Real Estate and Construction Division, as liaison officers for this project. The matter is pending signature of the DCI.

25X1C4A 6. Expansion of Support Base [redacted] - (continued item) - The construction engineer is scheduled to depart on 29 July. His departure may be delayed,

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25X1A6A [redacted] awaiting theatre clearance and issuance of proper orders by the [redacted]

25X1A6A 7. [redacted] - (continued item) - Work is in progress on the direct contract for outside facilities. Additional inside requirements for Supply Division and Commo are under discussion with representatives of Office of General Services.

25X1A7A [redacted]

b. Other Items of Interest

25X1A6A 1. Office Space for [redacted] - (continued item) - The present GSA furnished office space is unsuitable from an operational point of view. A request is being submitted through GSA to lease other space in the

25X1A6A [redacted]
2. Termination of Lease for Warehouses at [redacted] - (continued item) - A letter requesting the termination of subject lease was forwarded to the [redacted]

25X1C4A [redacted]
3. House for [redacted] - (continued item) - A representative of the NEA Division is visiting [redacted] to determine whether house should be obtained by purchase or construction. Action by this division pending return of the NEA representative.

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JAMES A. GARRISON
Chief of Logistics

LO/SS/SCB: w t 25 July 67

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